



**STATE OF INDIANA
Department of Correction**

Indiana Government Center – South

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Commissioner

May 6, 2010

EXECUTIVE DIRECTIVE: # 10 – 21

This Executive Directive is a follow-up to Executive Directive: # 10-13 which presented Phase One of the Department of Correction Job Shadowing Process. This Executive Directive presents Phase Two of the Job Shadowing Process which addresses current employees rather than potential employees. Phase Two of the Job Shadowing Process will provide qualified employees with an opportunity to expand their professional development and prepare them for promotional opportunities within the Department of Correction.

This Executive Directive is applicable to all Department of Correction facilities, including Parole District Offices and Central Office. The implementation of the Job Shadowing Process shall be effective immediately.

Phase Two of the Job Shadowing Process is for qualified employed staff with the Indiana Department of Correction and allows these employees to observe the performance of a Job Shadowing Coach. During Phase Two of the job shadowing process the employees will receive their normal compensation and will have specific guidelines to follow during this experience.

The attached document presents the pertinent information regarding the operation of Phase Two of the Job Shadowing Process.

Please ensure that all staff is made aware of this Executive Directive and its attachments.

Each facility shall be responsible for developing a Facility Directive which outlines more specific areas of the Job Shadowing Process not addressed in this Executive Directive.

If there are any questions regarding this Executive Directive, please contact the Executive Director of Staff Development Emergency Operations, at (317) 233-4767.

Signature on File
Edwin G. Buss
Commissioner

PHASE TWO JOB SHADOWING PROCESS

I. DEFINITIONS:

- A. **APPLICANT:** An employee who has been free of any disciplinary actions for the previous year; holds permanent status in his/her current position; meets minimum requirements of the position which they wish to job shadow; and, is authorized through the approval process. (**NOTE:** If applicants are required to travel due to specific job classifications, they will be responsible for their own traveling expenses.)
- B. **JOB SHADOWING AGENDA:** Is an agenda established by the Job Shadowing Coach which will be updated and maintained in the Training Department. This Job Shadowing Agenda will include tasks that the employee will observe.
- C. **JOB SHADOWING COACH:** An individual who holds status and is selected by the Facility/Division Head to model different tasks for their position. Anyone who desires to be a Job Shadow Coach should contact their Facility/Division Head.
- D. **PROMOTING POSITIVE CORRECTIONS CULTURE COMMITTEE (PPCC):** As part of creating a positive working environment the established PPCC committee will assume an additional duty to review and monitor applications/evaluations for all employees and coaches. The PPCC committee reports results of Job Shadowing process to the Facility/Division Head.

II. JOB SHADOWING PROCESS:

The initial step for the applicant to participate in the Phase Two Job Shadowing Process is for the applicant to view the information and application process found on the Indiana Department of Correction website at www.idoc.in.gov . If the employee is interested in participating in the Job Shadowing process, the employee must complete the application. (See attached job shadowing application) Additionally, the employee must complete the Computer Based Training (CBT) for the position which he/she wishes to Job Shadow. Once the applicant has completed the application and CBT, it is the applicant's responsibility to obtain signatures from their immediate supervisor, Human Resource Department, Training Department and the PPCC Committee. The PPCC committee will submit applications to the Facility/Division Head with recommendations.

Upon approval, the Facility/Division Head will assign a specified location and amount of training hours no less than 7.5 and no more than 37.5 (which may or may not be conducted consecutively) for the assigned position. If the job shadowing takes place at an alternate location, the hosting site will make all necessary arrangements to ensure the process is completed in accordance with this directive. State grooming and dress standards are to be followed during the job shadow process.

Once the Job Shadowing Coach is selected he/she will review the Job Shadowing CBT, and complete an Agenda if one is not currently on file in the Training Department. The Job Shadowing Coach and employee will schedule date(s) and time(s) to complete the program. The Job Shadowing dates and times shall be established within 15 working days of being assigned a Job Shadowing Coach.

Both the Job Shadowing Coach and employee are to complete an evaluation (See evaluation attachments.) which will be submitted to the PPCC committee to ensure measurement of outcome.

For every hour job shadowed, the employee will earn one (1) training hour credit. The credit will only be awarded once the evaluations and Job Shadowing Essay have been completed. The essay should be no less than 500 words, and should discuss the five (5) challenges to the position. In addition, the essay is to identify solutions to those challenges. This essay will be submitted to the Facility Training Department which will record training hours and distribute a copy to the Job Shadowing Coach. The original essay will be maintained on file in the Training Department. To apply for additional Job Shadowing Opportunities, the employee must complete all requirements from the previous Job Shadow. Applicants can only job shadow once in a twelve month period and may be required to work an adjusted schedule in order to accommodate the job shadowing.

As part of the Performance Appraisal process, an employee should be encouraged by supervisors to list Job Shadowing Opportunities as part of their goals.

Each facility shall report monthly on the “Facility Monthly Metrics-at-a-Glance Report” regarding Job Shadowing. In making these comparisons, the facilities shall monitor throughout the year the following areas:

- How many staff applied for the Job Shadowing Process
- How many staff completed the Job Shadowing Process
- Number of staff currently enrolled in the Job Shadowing Process
- Number of Job Shadowing training credits awarded for the month